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Information Technology Resource Management Council (ITRMC)
Meeting Minutes
(Approved by Council February 19, 2003)

December 11, 2002
1:35 to 4:50 p.m., Basement Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho

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The December 11, 2002, meeting of the Information Technology Resource Management Council (ITRMC) was held in the Basement Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME
Council Chairman Pam Ahrens, who welcomed members and guests present, called the meeting to order.

ATTENDANCE

Members/Designates Present:
Pam Ahrens, Department of Administration
Senator Hal Bunderson, Idaho State Senate
Keith Johnson, Office of the State Controller
Senator Bert C. Marley, Idaho State Senate
John Peay, Idaho Supreme Court
Steve Wilson, Idaho State Tax Commission
*Mark Richardson, Idaho Transportation Dept.

Absent Members:
Dwight Bower, Idaho Transportation Dept.
Representative Lee Gagner, Idaho House
Ken Harward, Association of Idaho Cities
Dr. Marilyn Howard, Department of Education
Mary Elizabeth Jones, Filer, Idaho
Karl Kurtz, Department of Health and Welfare
Representative Elmer Martinez, Idaho House
Roger Parks, JR Simplot Company
Gary Stivers, State Board of Education
Col. E.D. Strickfaden, Idaho State Police

*Designate

Others Present:

Brad Alvaro, Department of Correction
Nathan Bentley, ITRMC Staff
Representative Sharon Block, Idaho House
Dena Duncan, Department of Administration
Rich Elwood, ITRMC Staff
Bill Farnsworth, ITRMC Staff
Don Fournier, ITRMC Staff
Liza Fox, Idaho Transportation Department
Duane M. Gaerte, Division of Human Resources
Emily Gales, ITRMC Staff
Lori Hopkins, City of Boise
Bob Hunter, Intermountain Tech. Group (ITG)

Vaughn Killeen, Idaho Association of Counties
Dodie Linder-Collier, Dept. of Administration
Mark Little, Division of Purchasing
Tom Nordberg, Qwest
Jonathan Perry, Bureau of Disaster Services
Joe Roche, Department of Administration
Lisa Schoenfelder, City of Boise
Mike Seifrit, Department of Juvenile Corrections
Connie Spofford, Idaho Industrial Commission
Rob Spofford, Department of Water Resources
Rose Totorica, Qwest
Vicki Yanzuk, Idaho State Police

ITRMC UPDATE
Chairman Pam Ahrens welcomed **Keith Johnson**, recently elected State Controller, as the newest member of the Council.

DEPARTMENT OF JUVENILE CORRECTIONS

Mike Seifrit (Information Technology [IT] Resource Manager, Department of Juvenile Corrections [DJC]) provided a demonstration of the **Idaho Juvenile Offender System (IJOS)**, a statewide juvenile tracking system designed to collect juvenile justice information and provide a means to share this information across agency jurisdictions, county lines, and judicial district boundaries.

LEGISLATIVE INTERIM COMMITTEE ON ELECTRONIC COMMERCE

Council member **Senator Hal Bunderson**, Idaho State Senate, offered a report on the Legislative Interim Committee on Electronic Commerce, of which he was co-chair. A draft **Chairman's Executive Summary** entailing the Committee's work and recommendations was provided to Council members. (A final version of this report would be available from the Legislative Services Office in January 2003.) Bunderson specifically mentioned four of five recommendations that fell directly under the purview of the ITRMC. Senator Bunderson then expressed the Committee's appreciation for the ITRMC Staff's valuable assistance and participation.

ITRMC IT POLICIES, ENTERPRISE STANDARDS & GUIDELINES

Upon six-month review by the ITRMC Staff and others, no changes were recommended for several IT enterprise standards. They are as follows: 2510, Network Operating System; Network Services standards 3100, Internet/Intranet Web Server; 3120, Data/Network Integrity; Security standards 3200, Firewall; 3210, Network Intrusion Detection System; 3220, Virtual Private Network; and 5120, Web Publishing.

Standard 2100 Operating System (O/S) *(revision)*
Substantial changes to this standard were due to an approved Microsoft product's End of Life (EOL).

Standard 2110 Office Suite *(revision)*
Noteworthy changes to this standard were due to an approved Microsoft product entering its Non-Supported phase.

Standard 3110 Network Services – Internet/Intranet Web Browser *(revision)*
This standard was revised to reflect a version update of the approved product.

Said **Don Fournier**, ITRMC Staff, the common trend in revisions made to the following five standards upon six-month review dealt with enhanced security of best practices, and doing what we can to mitigate security risk within these technologies.

Standard 3510 Network Connectivity & Transport – Transport *(revision)*
This standard was revised to indicate the importance of consideration to security implications of using the applicable technologies.

Standard 3520 Network Connectivity & Transport – Local Area Network *(revision)*
A very similar consideration to that of Standard 3510 revisions was included in this standard (see above).

Standard 3530 Network Connectivity & Transport – Wireless LAN *(revision)*
An additional security resource (Special Publication SP 800-48 entitled "Wireless Network Security," published by the National Institute of Standards and Technology [NIST] in November 2002) was added to this standard. Per Fournier, groups such as the Association for Telecommunications and Technology Professionals Serving State Government (NASTD) and the National Association of State Chief Information Officers (NASCIO), as well as industry organizations, were already recognizing this publication as a good resource and best practice document.

Standard 3540 Network Connectivity & Transport – LAN Backbone *(revision)*
Two minor changes made to this standard include the stress on security implications, and the removal of one protocol that was no longer being used.

Standard 3550 Network Connectivity & Transport – Structured Cabling *(revision)*
This standard was revised to include consideration for quite a few security implications with regard to cabling. Changes were made to help ensure that security was taken into account when cabling was designed and installed at the physical, logical, and network levels.

Guideline G115 Business Recovery Plan *(revision)*
Revisions include an update of the citation for an existing resource document, and the inclusion of an additional resource document, which had proven to be very helpful.

MOTION: Senator Bert Marley moved and Senator Hal Bunderson seconded a motion to approve revisions to ITRMC IT Enterprise Standards 2100, Operating System (O/S); 2110, Office Suite; 3110, Network Services – Internet/Intranet Web Browser; Network Connectivity & Transport Standards 3510, Transport; 3520, Local Area Network; 3530, Wireless LAN; 3540, LAN Backbone; and 3550 Structured Cabling; and ITRMC IT Enterprise Guideline G115, Business Recovery Plan, and the motion was passed unanimously by the six voting members present. *Affirmative votes were subsequently obtained from other members, bringing the total vote in the affirmative to nine.*

EXEMPTION REQUEST
Elwood presented the Council's first request for exemption from an adopted ITRMC IT enterprise standard. He explained that the **Department of Commerce (IDOC)** submitted the request, which was for exclusion from Enterprise Standard 2100, Operating System. The letter indicated that, since 1986, the IDOC had been using Apple Macintosh computers (Macs), which required a different operating system than identified in the ITRMC standard. The request was submitted to allow the Department to continue using its existing system.

On behalf of the ITRMC Staff, Elwood recommended the request be granted, but that a specific timeframe be set on the exemption. He also recommended that, during that time period, the IDOC be directed to develop a detailed plan for conversion to the ITRMC standard. Asking this of Commerce might provide a better indication of what the Macs were used for, and what the real cost of conversion might be.

Discussion

Elwood, responding to a question from Council member **John Peay** (Idaho Supreme Court), advised the letter from Commerce was the extent of the request. He added that, the IDOC initially submitted an exemption request when the Council originally adopted a policy identifying Windows operating system standards. Correspondence between the ITRMC Staff (at that time, ITRMC Project Team) and the IDOC indicated that the Department was grandfathered into the policy, and an exemption was not necessary. It was also indicated that this issue would need to be revisited at the time of possible upgrades or replacement cycles. The current ITRMC IT Policy 1010, IT Standards and Guidelines Framework, did not have a grandfather clause, but rather a two-year implementation requirement.

Peay expressed his conflict with the fact that the IDOC had effectively used technology for a long time, and the need for an enterprise view in the State. He was concerned that there was not enough information submitted to demonstrate reasons for the exemption request, i.e. the "soft" cost of conversion. Said Peay, the Council would be lax in its responsibilities by not requesting further justification that would give members a sense of how major a conversion to a Windows operating system it would be for the IDOC. He pointed out that Commerce was a very visible government agency, and asked that during the course of one year, the IDOC be required to perform some analysis as to what the genuine hard costs would be for both conversion *and* continuance with the Apple Macintosh's.

Per Senator Bunderson, both Elwood and Peay's recommendations were valuable. Part of the charge of the ITRMC was to establish common standards; and action taken on this exemption would be precedent-setting.

Chairman Ahrens agreed with Peay; the Council should know specific factors such as: how many IDOC employees used the Macs; whether or not graphic arts work (if any) was run on the same computers as the Department's business management system; the cost of system support; etc. She suggested that perhaps in six months' time, the Council could work with the IDOC to get a plan in place to move towards the ITRMC standard. There would be no opportunity in the upcoming legislative session for additional funding.

At the direction of the Council, Elwood would request more detailed information from the Department of Commerce. This request would be discussed further at the Feb. 2003, ITRMC meeting.

COMMITTEE / WORK GROUP UPDATE

Idaho Geospatial Committee (IGC)
(Refer to handout: http://www2.state.id.us/itrmc/council/minutes/m021211/igc.pdf)

Liza Fox, Idaho Transportation Department and IGC Chair, provided a report on and recommendations for the Committee.

Discussion

Per Senator Bunderson, the Legislative Interim Committee on Electronic Commerce charged the IGC with the production of a conceptual design of how one could access critical Idaho geospatial information via the Internet, citing the importance of geographic information systems (GIS) for economic development. This issue was discussed further, including what areas needed to be dealt with to make this vision come about. Per **Nathan Bentley** (State GIS Coordinator, ITRMC Staff), a partnership between/with Idaho counties, as well as a mechanism for integrating the data, needed to be developed. He advised something could be put together for the February 2003, ITRMC meeting, adding that INSIDE Idaho (official statewide geospatial data clearinghouse) was the State's best effort to display progress in this area. Senator Bunderson wondered if a conceptual design could be developed, without having all the pieces put together. This "target" could be presented at the February Council meeting by the IGC.
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John Peay wondered if there was an entity that had accomplished this vision of, essentially, a single source for GIS information on the state level. Per Bentley, no state had done this one hundred percent. He mentioned, though, that one of the better state-level GIS center models was that of Utah (Automated Geographic Reference Center [AGRC], http://agrc.utah.gov/).

Chairman Ahrens, on behalf of the ITRMC, provided a very strong endorsement for an INSIDE Idaho steering committee and representation to such. Ahrens also approved recommended members for 2003 representation to the IGC. *A new IGC chairman would be appointed at a later date.*

Public Safety, Emergency Communication Committee

Public Safety Statewide Trunked Radio System Subcommittee
(Refer to slide presentation: http://www2.state.id.us/itrmc/council/minutes/m021211/trunkedradio.pdf)

Lieutenant Colonel Dave Rich of the Idaho State Police explained that, typically, in any emergency scenario, the number one public safety failure was communications. In essence, this meant that different public safety agencies (fire and police departments, public works, etc.) were unable to talk to

each other. Trunked radio systems attempted to deal with this issue. Part of that process was designing infrastructure to provide the capability for the radio systems to interconnect. From that point, mobile and portable radios, etc. could be added. Lt. Col. Rich continued with a Subcommittee update and recommendations.

Discussion:

Rich explained that, in order to be considered for **Federal Emergency Management Agency (FEMA) funds** to be used for first responder planning, equipment, training, and exercises, Idaho must establish a State Interoperability Executive Committee (SIEC). This could be as simple as changing the name of an existing State group that already met the identified U.S. Department of Justice criteria. (More on the President's 2003 Budget increase for homeland security can be found at http://www.whitehouse.gov/news/releases/2002/01/20020124-2.html.)

Per Lt. Col. Rich, the mechanics of applying for the FEMA funds were not yet clear. Once funding becomes available, approval of a State SIEC would be a precursor for Idaho to move forward, he said.

Chairman Ahrens suggested Lt. Col. Rich meet with the ITRMC Public Safety, Emergency Communication Committee to produce a recommendation of who the SIEC should be composed of, taking into consideration what other groups were already meeting. If Governor Kempthorne needed to be involved, a recommendation could then be made to him.

Idaho Criminal Justice Information Integration Task Force
(Refer to slide presentation: http://www2.state.id.us/itrmc/council/minutes/m021211/justiceinfo.pdf)

Lt. Col. Rich continued with a report on and recommendations for the ITRMC Idaho Criminal Justice Information Integration Task Force. This group was established as a result of a motion by Senator Hal Bunderson at the August 2002, ITRMC meeting.

Chairman Ahrens asked Rich Elwood to work with Lt. Col. Rich and the legislature to compose language for a draft executive order endorsing the strategic planning project as soon as possible. She noted that this did not preclude the Task Force from working to develop additional strategies, etc.

Public Safety, Emergency Communication Committee (continued)

E911 Systems Subcommittee
(Refer to handout: http://www2.state.id.us/itrmc/council/minutes/m021211/e911.pdf)

Ada County Sheriff **Vaughn Killeen,** Subcommittee chairman, provided some background information, and explained that the group was looking at how to enhance 911 coverage across the State – especially in rural areas. Per Killeen, **proposed changes to the existing Emergency Communications Act** would allow for consistency and standardization that was lacking in Idaho's emergency communications arena.

Discussion:

In answer to a question from Chairman Ahrens on whether there was consensus from wireless vendors, Killeen advised Qwest had approached the group, was interested in supporting the legislation as drafted, and would take an active lobbying role. Killeen's previous experience with other vendors was that there was a lack of uniformity on their stand on the issues, mostly due to competition.

Lt. Col. Dave Rich suggested that the section dealing with creating a statewide account to help Idaho's smaller, rural counties fund consolidated systems could actually be written as a separate piece of legislation. He expressed concern that if the group were unsuccessful in getting the draft document

passed due to one component, it would have a negative impact on the entire effort. Lt. Col. Rich added that Sheriff Killeen had a tremendous case for proposing the additional access fee (twenty-five cents per line). Per Killeen, the legislation would be re-introduced early in the 2003 legislative session.

Chairman Ahrens advised another discussion on this proposed legislation would be introduced at the February 2003, ITRMC meeting. ***Senator Bunderson requested a financial projection be prepared as to how the additional revenues would be spent.***

Enterprise E-Mail Service Work Group
(Refer to slide presentation: http://www2.state.id.us/itrmc/council/minutes/m021211/email.pdf)

Work Group Chair Steve Wilson provided an update, and recommended the State not move forward with an enterprise e-mail system at that time. He indicated that, some large agencies such as the Departments of Health and Welfare and Labor offered to host e-mail for smaller agencies for a modest monthly fee.

Per Chairman Ahrens, the hosted e-mail services model recommended should be pursued, and the group should compile accurate cost-savings data. Also, perhaps the Work Group could consider Dan Hawkins' (sitting in for Marilyn Howard of the Department of Education) suggestion of the consideration of different options for a centralized e-mail system, such as non-state models.

SATAD (Secure Access to Applications and Data) Work Group
Keith Johnson, Work Group Chair, offered a brief update.

NEW BUSINESS / ADJOURNMENT
As time did not allow for any further discussion, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 4:50 p.m. The next meeting of the ITRMC was tentatively scheduled for Wednesday, February 19, 2003, from 1:30 to 3:30 p.m. in the East Conference Room of the Joe R. Williams Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant